

COMMENTS MODULE

October 6, 1999

Last updated January 5, 2009

SWSS Project

USER REQUIREMENTS

Table of Contents

1	INTRODUCTION.....	2
1.1	Purpose	2
1.2	Target Audience	2
2	MODULE NARRATIVE.....	3
3	NAVIGATION FLOW	4
3.1	Screen Interaction.....	4
3.2	System Flow	4
4	REQUIREMENTS LIST.....	6
4.1	Screen, Data, Out-of-Module, Output, Out-of-Module and Miscellaneous Requirements.....	6
5	EXAMPLE OUTPUT	6
6	DATA ELEMENT DESCRIPTIONS.....	10
7	HELP MESSAGES	11
7.1	SCREEN (Section or Module level. Offers an entry point to the big help file.)..	11
7.2	CONTEXT-SENSITIVE (“F1”, aka “detail”)	11
7.3	STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)	11
8	MODULE DEPENDENCIES.....	12
9	SCENARIOS.....	13
10	TEST PLANS	14
11	Source Material.....	15
11.1	Original Requirement	15
11.2	Memos.....	15
11.3	Test Plans	19
11.3.1	Test Plan Created by Policy	23
11.3.2	Test Plan Created by SWSS Development	23
11.4	23
11.5	Email.....	Error! Bookmark not defined.
12	outstanding issues.....	15
12.1	The following items require a decision or some direction from Policy staff:	25

1 INTRODUCTION

Purpose

The comments section in SWSS will allow user to enter comments into the electronic case record.

Target Audience

This document is intended for SWSS development staff, who will be developing a Detailed Design document to address the requirements listed in this document. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- SWSS Trainers
- FIA Help desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's guide
- CFS Policy Staff

2 MODULE NARRATIVE

Describe the business process in layman's terms. What sort of FIA staff are involved. What do they do? What forms do they deal with?

Currently, Children's Services Workers add paper notes to cases as reminders to themselves and to alert others handling the case to certain situations. SWSS will allow for electronic entry of these notes. Having a comments section in various modules will allow users to make notes as they go through the case record.

No outputs are generated from this section, although users have the ability to produce a screen print of the comments appearing on the screen.

FIA staff involved are Children's Services Workers and Supervisor's.

3 NAVIGATION FLOW

Screen Interaction

How should an automated system work from the user's perspective? What types of screens are needed and how does the user interact with those screens?

Once a case has been registered on SWSS, the comments section should be available to the user. The user may access the main comments screen from the icon on the Main Menu, by selecting comments from the section menu, or by selecting the comments button on Case Summary. The user can then select the type of comment from the list of comment types. The comment types are adoption denied, case closing, case notes, legal, education, and placement. For any type selected, the user will be able to view previous comments. The name of the person who added the comment, as well as the date and time the comment was entered will also be displayed.

Legal, education, placement, and case closing comments can be entered when the user is in the respective SWSS module. There will be a command button called *comments* (legal, education, and case closing) or *additional comments* (placement). Clicking on this button will take the user to the comment screen for that section. The user will be able to add additional comments as well as view previous comments.

Adoption denied comments are entered by the adoption supervisor.

Case notes - the user can enter general notes in this section after selecting comments from the Main Menu and choosing case notes from the comments type list.

There is an ability to spell check comments entered by the user. This is found under tools on the menu bar.

After the case has been closed in SWSS, all comments are view only.

System Flow

How does the data entered in this module affect the system flow within this module (or beyond the scope of this module, if appropriate). For instance, in Legal, the legal status selected determines what functions are available to the user. Also in Legal, the petition type selected determines what functions are available to the user. This may not apply to every module in SWSS.

Data entered in comments does not affect system flow.

4 REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Comments module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (CO = comments).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

The requirements styles can be applied with the following shortcuts:

Requirement 1	Ctrl+!
Requirement 2	Ctrl+@
Requirement 3	Ctrl+#
Requirement 4	Ctrl+\$
Requirement 5	Ctrl+%

CO -1 SCREEN REQUIREMENTS:

- CO -1.1 There must be a comments screen.
- CO -1.1.1 When called from the Main Menu or menu bar, there must be a list of available comment types from which to choose.
- CO -1.1.2 When called from any other module for a specific comment type, the comment type must display.
- CO -1.1.3 There must be a mechanism to view comments that are not updateable (previously recorded comments).
- CO -1.1.4 There must be a mechanism to update comments that are updateable (additional comments).
- CO -1.1.5 CWFS workers will be given the ability to access and update the Comments module as if they were the assigned Worker in accordance with the current edits.

CO -2 DATA EDITING REQUIREMENTS:

- CO -2.1 There is no data editing in the Comments module.

CO -3 OUT-OF-MODULE REQUIREMENTS:

CO -3.1 Any calling module must pass the appropriate comment type information to the comment module.

CO -4 MODULE REQUIREMENTS:

CO -4.1 The comments module must be available to any module that requires comments to be entered.

CO -4.2 The comments module must return to the calling module after the comments entered have been saved.

CO -4.3 The comments module must be available from the Main Menu.

CO -4.3.1 All comments can be viewed from the Main Menu.

CO -4.3.2 Case notes comments can be entered/updated from the Main Menu.

CO -4.4 There must be minimal word processing functions.

CO -4.4.1 Spell check

CO -4.4.2 Cut and paste.

CO -4.4.3 Formatting (i.e. font, underline, bold, italics). Not phase I.

CO -4.5 Comments must be able to support comments of the following types:

CO -4.5.1 Case notes

CO -4.5.2 Adoption denied

CO -4.5.3 Education

CO -4.5.4 Case closing

CO -4.5.5 Placement

CO -4.5.6 Legal

CO -4.5.6.1 Secondary workers must be allowed to update Legal comments.

CO -4.5.7 Transfer denied

CO -4.6 If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.

CO -4.7 Central Office users (county 84) need inquiry access for case information.

CO -4.8 When displaying Five Day Packet answers, the Placement Date associated with the Five Day Packet, if the date is available, will display after the user name and review date in the comment text.

CO -5 OUTPUT REQUIREMENTS:

CO -5.1 There are no reports generated in the Comments module.

CO -6 MISCELLANEOUS REQUIREMENTS:

CO -6.1 There are no miscellaneous requirements.

5 EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

Show validation tables of combinations of data. Are there data dependencies?

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ Out Put Document
Comment type	List of available comments to update/view	alpha	19	REQUIRED	no
Additional Comments		A/N	99.000	optional	no

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

SCREEN (Section or Module level. Offers an entry point to the big help file.)

CONTEXT-SENSITIVE (“F1”, aka “detail”)

STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)

Module: Comments

Field	New Message
Comment Types	Select comment type
Additional Comments	Select comment
Continue	Select to continue
Cancel	Select to go back without saving changes

8 MODULE DEPENDENCIES

What data must be entered in other modules before this module can be used?

The case must be registered on SWSS before the comments section can be accessed.

What changes in data within other modules affect this module?

Comments entered in legal, placement, education and case closing will be available for view from the comments section.

Closing the SWSS case (case closing module) causes all comment types to become view only.

9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

The original requirements are no longer available or do not exist.

11.2 Memos and Email

Memo Oct. 26, 1999

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: October 26, 1999

From: Mary Ann Jensen, ^{not} Consultant
SWSS Policy
Child and Family Services Administration

Subject: Comments Module Documentation

We have carefully reviewed the User Requirements document on the October 6, 1999 Comments Module (printed October 21, 1999) and have the following clarifications:

- Done 10/27/99*
1. Page 2, Purpose: Delete the first sentence. "In order to facilitate...." AFCARS is not the reason for comments in SWSS. We should not be emphasizing the collection of AFCARS elements in any phase of the SWSS application. AFCARS is **not** SWSS's main purpose.
 2. Page 6, 4.1, 1st paragraph, 4th line: Change 'Medicaid module' to **Comments module**.
 3. Page 6, 4.1, 1st paragraph, last line: Change '(MA = medicaid)' to **(CO = comments)**.
 4. Page 7, CO-5.1 through CO-5.2: These references are not needed since there are no outputs from the Comment Module.

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

September 28, 1999

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: November 12, 1999

From: Mary Ann Jensen, ^{mgf}Consultant
SWSS Policy
Child and Family Services Administration

Subject: Comments Module Documentation - Addendum 1

Based on further discussions of the October 26, 1999 memo regarding this module, it was determined that the following additional clarification was needed:

1. Add an additional requirement in CO-4.4: *Formatting (i.e., font, underline, bold, italics). Not for phase 1 implementation.*

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: **Mary Ann Jensen**
SWSS Policy

Date: February 8, 2000

From:
Mary Hadick
SWSS team

Subject: 5 Day Packet Requirements Changes/Additions

1. The following 3 requirements have had prior approval but need to be inserted in the 5 Day Packet Requirements document. These will replace requirements 1.1.8.1 and 1.1.8.2 as listed in your 11/16/99 memo.
 - FP-1.1.8 If the child is under the supervision of a Juvenile Justice worker, the text for questions 12 and 14 will change as follows:
 - FP-1.1.8.1 "Q12. List immediate needs/services to be provided to parent(s) and child to meet needs."
 - FP-1.1.8.2 "Q14. List any needed services not provided to the family and why."
2. The following requirement 1.1.8.3 listed in your memo of 11/16/99 will not be inserted in the 5-Day Packet Requirement document as it is already covered in requirement 5.1.1.8.3.
 - FP-1.1.8.3 Relationship.
3. Per request from the 01-26-00 Wednesday bridging meeting, I would like to add the following requirement to help clarify whether or not SWSS users will update the Review Date when viewing Five Day Packet question responses.
 - FP-1.1.8.3 There needs to be a mechanism on the Five Day Packet screen that will enable users with update capability to intentionally choose whether they wish to (1) Update the review date whether or not data has been entered or changed relative to an individual question or (2) View the answer(s) to each question without updating the review date.

I propose to accomplish item 3 by adding option buttons labeled *View Only* and *Update Review Date* for both the required and optional questions. The *View Only* option will be the default for all users. Choosing *View Only* will disable the *Continue* button on the Comments screen and will also disable the *Review Q1-Q9* option button on the first panel.

4. The following requirement 1.2.3.2 needs to be renamed **FP-3.2** and moved to the **Out of Module** requirements section for 5-Day Packet. Additionally, it needs to be moved to the *Comments Requirements document* as **CO-4.8**. A second sentence has been added to the requirement to specifically describe what information should display on the comment screen. The changed requirement is:
 - FP-1.2.3.2 The answers entered must be delineated according to placement. **The Placement Date associated with the Five Day Packet, if the date is available, will display after the user name and review date in the comment text.**
5. The following requirements FP-1.1.3 and FP-1.2.3.1 need the word PRINT changed to REVIEWED, as this is an inaccurate description of the function. Comments are not printed individually but are only printed as part of a Five Day Packet. The changed requirements should read:

CO -6.1.1 FP-1.1.3 The most recent date that each of questions 1-17 was last updated or **reviewed** must display next to the question.

CO -6.1.2 FP-1.2.3.1 The previously entered text is VIEW ONLY. The name of the assigned FC worker and the last UPDATE/**REVIEW** date will display after each version. Answers entered by the PS worker will display as 'entered by PS worker' followed by the date the PS case was accepted into FC.

Please let me know if you wish to make any changes to the requirements modifications that I have proposed. Upon your approval of these modifications, I will make the necessary changes to the 5 Day Packet Requirements document, the 5 Day Packet Technical Requirements, and the Requirements Tracking spreadsheet. Paula will be responsible for adding the new requirement to the Comments Requirement document.

cc: Nancy Presocki
 Carol Kraklan
 Sue London
 Paula Palmatier
 Byron Haskins

Memo Feb. 8, 2000

From: Mary Ann Jensen
To: Mary Hadick
Date: Tue, Feb 8, 2000 12:47 PM
Subject: Re: Changes/Additions to 5 Day Packet Requirements

Mary,

I think you need to remove the 'been' in line 1 of #1. Everything else looks fine. I don't think any changes are needed.

>>> Mary Hadick 02/08 11:53 AM >>>
Mary Ann,

I think I've covered the necessary changes and additions to 5 Day Packet requirements as we'd discussed in late January. Please review and let me know ASAP whether or not I can go ahead and make the changes as delineated in the attached document.

CC: Byron Haskins, Carol Kraklan, Nancy PRESOCKI, ...

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: November 16, 2000

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Comments Module Documentation - Addendum 3

Based on testing the application (SER # 2061), it was determined that the October 26, 1999, November 12, 1999 and May 16, 2000 memos regarding this module require revision:

1. Add new requirement CO-4.5.6.1 Secondary workers must be allowed to update Legal Comments.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Beth Dean

11.3 Test Plans

11.3.1 Test Plan Created by Policy

11.3.2 Test Plan Created by SWSS Development

12 OUTSTANDING ISSUES

The following items require a decision or some direction from Policy staff:

12.1

Attachment A: List of SWSS Module Prefixes